Our growing company is looking to fill the role of implementation associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for implementation associate

- You plan and execute projects with a high level of complexity and uncertainty including managing project scope, requirements changes, multiple and competing demands and priorities, determining and conveying impact on budget, time and risk using appropriate fact-based metrics / assumptions
- Partner with Business/Technology Owners to ensure that the deliverables achieve the business result that enables value creation
- Provide consulting services to business stakeholders, offering subject matter expertise using process reengineering and technology deliverables (via industry trends and organizational knowledge to understand alternative approaches solutions)
- Develop integrated baseline project plans applying estimated models
- Resolve minor project issues and escalates them to management and/or stakeholders when required
- Facilitate Project Sponsor awareness of internal factors affecting Organizational Change that need to be planned for and managed
- Contributes to the pipeline of continuous improvement opportunities for Project Management processes and procedures through application of best practices and sharing Lessons Learned
- Manages project communications including status reports to executives, stakeholders, business units, vendors, project team, (including timely updates on project risk and issues)
- Spearheads and guides people through change using Organization Change

- Day to day account level administration – generating equity trades as directed by the Portfolio Manager, and monitoring pre-trade guideline compliance

## Qualifications for implementation associate

- Strong Excel skills (knowledge of other Microsoft Office applications a plus)
- HTML understanding and limited coding capabilities
- Ability to communicate technical information to a diverse audience with differing levels of expertise
- Analytical thinking skills/mindset
- Bachelors degree in Math, Computer Science or other related field
- 3+ years IT experience in a Fortune 500 company